

**Attachment 3: Teaching Performance Assessment Implementation Plan  
2003-2004**

Electronic file due to CCTC on June 1, 2003

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Institution/Program: \_\_\_\_\_  
Author of Plan: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
TPA Coordinator: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dean of Education/Program Director: \_\_\_\_\_

**TPA Implementation Questions**

Approximate number of candidates who will take the TPA in your program in 2003-04: \_\_\_\_\_  
Number of enrollment windows for candidates per academic year: \_\_\_\_\_

1. Describe the program's TPA implementation design. Provide a calendar of TPA meetings, events and trainings. Provide a copy of your program's organization chart that delineates who is responsible for the TPA implementation and their respective duties.
2. Explain how the program plans to embed performance tasks in the curriculum.
3. Describe how your proposed SB2042 teacher preparation program (Program Standard 1) supports your proposed TPA implementation process.
4. Describe the program's plan for providing accurate and timely information to faculty, candidates, and TPA assessors about the 2003-04 proposed TPA implementation.
5. Describe how the program plans to produce or offer the guidebook, tasks, scoring rubrics and TPEs to candidates, faculty, and assessors.
6. Describe how the program proposes to prepare faculty to administer the TPA.
7. Describe how the program proposes to prepare candidates to register for and complete the TPA.
8. Describe how the program proposes to use TPA candidate data results during 2003-04.
9. Describe how the program proposes to protect the privacy of individual candidates.
10. Describe your plan for providing the necessary resources for implementation.
11. Describe how you will insure that equipment is available as necessary to assessors for scoring.
12. Explain how you will evaluate the viability of the 2003-04 implementation plan.

### **TPA Assessor Training and Scoring**

Number of TPA Lead Assessors (state trained and certified): \_\_\_\_\_

Number of Faculty TPA Assessors: \_\_\_\_\_

Number of Classroom Teacher TPA Assessors: \_\_\_\_\_

Number of TPA assessor trainings to be offered in 2003-04: \_\_\_\_\_

Approximate ratio of TPA assessors to candidates: \_\_\_\_\_

1. Describe the program's proposed TPA assessor training plan and provide a calendar of expected training dates to be offered in 2003-04.
2. How will the program recruit assessors?
3. Describe proposed criteria for selecting TPA assessors.
4. Explain how you will re-train, re-calibrate or if necessary, dismiss assessors from the scoring process if they do not reach or maintain scoring accuracy.
5. Explain how the program plans to reproduce training materials for assessors.
6. How will the program assign assessors to candidates? How does the program plan to define and explain the relationship between assessors and candidates, to candidates?
7. Describe the program's proposed scoring process and explain how this fits into the overall TPA system implementation.
8. Describe the program's plan for assuring consistent and accurate scoring within and across academic years.
9. How do you plan to assist assessors to re-calibrate during 2003-04? How often will you require assessors to re-calibrate?
10. Describe how the program proposes to double-score a percentage of TPA tasks to provide reliability data.
11. How will you collect, review, and process TPA task scores? How long will you retain TPA results?

### **TPA Candidates**

Approximate number of MS candidates: \_\_\_\_\_

Approximate number of SS candidates: \_\_\_\_\_

1. What accommodations do you offer students and how will these requests be addressed in the program's TPA implementation?
2. Describe how the program will offer guidance and counseling to candidates about the TPA and its purpose and use.
3. Describe how the program plans to ensure individual performance for each candidate on TPA task responses.
4. Describe how the program will assist candidates in securing appropriate data and image release forms from districts, schools, and students.
5. Explain how candidates may appeal TPA scores.
6. Describe how candidates can retake the TPA if they don't meet the passing standard.
7. Describe how the program will provide TPA score reports to candidates.
8. Explain how candidates will receive additional instructional support based on TPA results.
9. Describe how the program will ensure that the TPA is fair and equitable to all candidates.

**TPA Data storage, analysis, and reporting**

1. Explain how the program will store TPA scores and data and how you will analyze the data across implementations by subgroups.
2. Explain how the program will analyze score data across assessors during implementations.
3. Explain how you will monitor scoring processes for accuracy and reliability during an implementation and across implementations.
4. Describe how the institution will collect and report data in preparation for future accreditation review processes, about TPA implementation, accuracy of assessors, and pass rates of candidates.
5. Describe how the program will document actions taken based on the TPA data analysis findings.